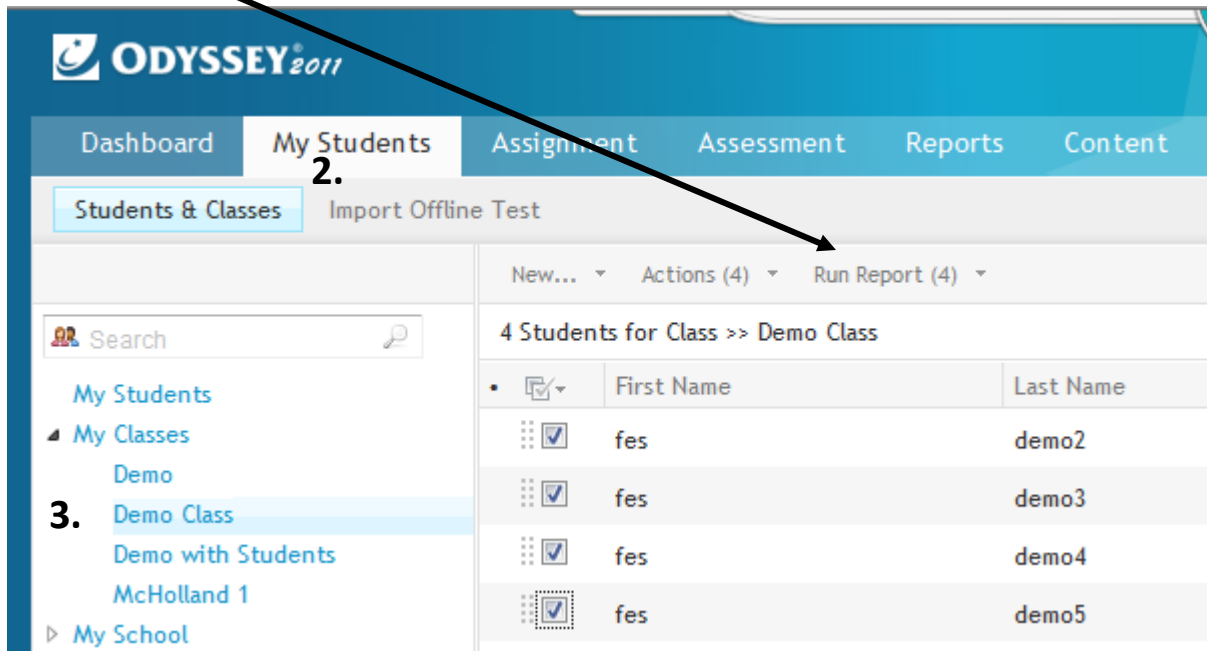
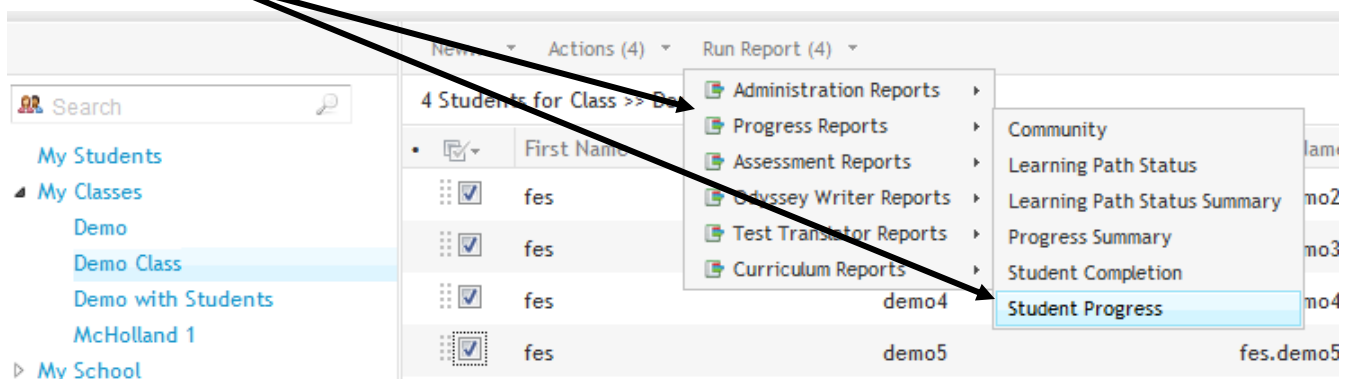


# Compass Learning Student Progress Reports

1. Open Compass and login.
2. Click on **My Students** tab at the top.
3. Click on the Class Name to the left that you want to expand and see the names of the students in the middle.
4. To RUN a REPORT, the easiest way to do this is to checkmark the students that you want to run the report for (or click on the Checkbox to the left of the 'First Name' and you can Select All).
5. Click on **Run Report** to get the drop-down of options.



6. Once you get the drop-down box, click on **PROGRESS REPORTS** and then drop to the right and click on **Student Progress** to get the individual Student Progress Reports.



7. On this screen, choose the **DATE RANGE** for the report. Do you want the last week (from today's date one week back) or Last Month (from today's date one month back), or you can customize the date in the drop-down.

**New Student Progress Report**

Details **Curricula** Assignments Students Schedule & Send Run \* Required

Report Name: Student Progress Report 12-05-2011

Date Range: \* Last Week

Activity Types: \*

- ☒ Chapter Tests
- ☒ Lesson Quizzes
- ☒ Learning Activities
- ☒ Objective-based Test
- ☒ Odyssey Writer Project
- ☒ Activity Quizzes
- ☒ Web Activities
- ☒ Community Activities
- ☒ Authentic Tasks

Repeated Activities: \* Use average score

Show Summaries: \* ☒ Yes ☐ No

Include data from previous schools: \* ☒ Yes ☐ No

Cancel Save As Save

8. By doing the report this way, you can just click through the blue arrow to **Curricula** and choose what subjects you want to see specifically or leave them ALL checked to see everything they have worked on in the timeframe chosen. (NOTE: Remember that if they don't do a subject or grade level area, it will NOT show up on the report.)

**Student Progress Report 12-05-2011**

Details **Curricula** Assignments Students Schedule & Send Run \* Required

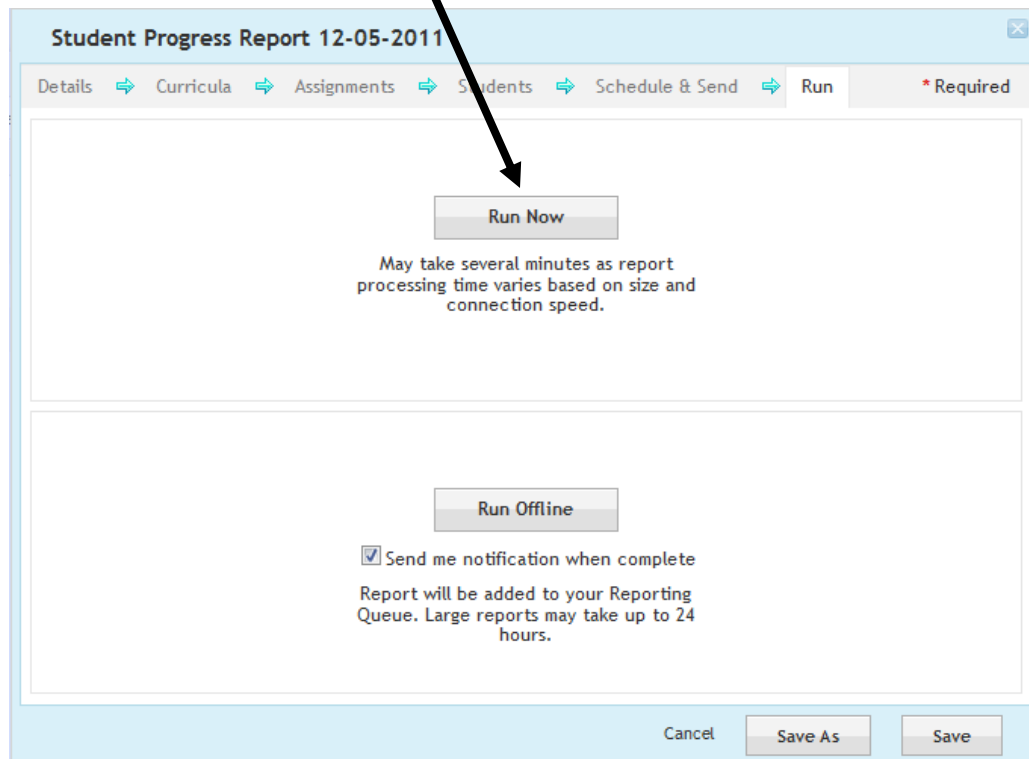
Select subjects and grades:

<input checked="" type="checkbox"/> Algebra I	<input checked="" type="checkbox"/> Math
<input checked="" type="checkbox"/> Algebra II	<input checked="" type="checkbox"/> Math 1
<input checked="" type="checkbox"/> AP Biology	<input checked="" type="checkbox"/> Math 2
<input checked="" type="checkbox"/> AP Calculus	<input checked="" type="checkbox"/> Math 3
<input checked="" type="checkbox"/> AP US Government	<input checked="" type="checkbox"/> Math 4
<input checked="" type="checkbox"/> Biology	<input checked="" type="checkbox"/> Math Intervention
<input checked="" type="checkbox"/> Brain Buzzers	<input checked="" type="checkbox"/> Math Models
<input checked="" type="checkbox"/> CA Focus Algebra	<input checked="" type="checkbox"/> Microeconomics
<input checked="" type="checkbox"/> CA Focus Math	<input checked="" type="checkbox"/> MS Earth and Space Science
<input checked="" type="checkbox"/> Chemistry	<input checked="" type="checkbox"/> MS Life Science
<input checked="" type="checkbox"/> Civics	<input checked="" type="checkbox"/> MS Nature of Science
<input checked="" type="checkbox"/> Earth/Space Science	<input checked="" type="checkbox"/> MS Physical Science
<input checked="" type="checkbox"/> Economics	<input checked="" type="checkbox"/> Personal Finance

<input checked="" type="checkbox"/> PreK	<input checked="" type="checkbox"/> Seventh
<input checked="" type="checkbox"/> Kindergarten	<input checked="" type="checkbox"/> Eighth
<input checked="" type="checkbox"/> First	<input checked="" type="checkbox"/> Ninth
<input checked="" type="checkbox"/> Second	<input checked="" type="checkbox"/> Tenth
<input checked="" type="checkbox"/> Third	<input checked="" type="checkbox"/> Eleventh
<input checked="" type="checkbox"/> Fourth	<input checked="" type="checkbox"/> Twelfth
<input checked="" type="checkbox"/> Fifth	<input checked="" type="checkbox"/> High School
<input checked="" type="checkbox"/> Sixth	<input checked="" type="checkbox"/> Middle School

Cancel Save As Save

9. You still **HAVE to CLICK on the remaining TABS** (*Assignments, Students, Schedule & Send*) in order to bypass these areas (no changes needed) and get to the **RUN tab** to the run the report.
10. Click on the **RUN** tab and then click on ***RUN NOW*** to generate the report.



11. Click on **VIEW as PDF** in top left corner in order to PRINT the report.

